


Alaa Mokalled

Accounting and Audit

 Hadat, Lebanon

 +961 79 313 849

 alaamokalled@outlook.com

SKILLS

Soft Skills

Planning
Organizing
Negotiation
Communication
Time Management
Teamwork
Presentation Skills
Decision Making
Problem Solving

Computer Skills

Microsoft Office

LANGUAGES

Arabic - Native
French - Fluent
English - Fluent

OBJECTIVE

Seeking a job opportunity in the accounting field with a progressive organization to capitalize my skills and abilities within the sector.

EDUCATION

ANTONINE UNIVERSITY

SEP 2020 - JUN 2022

Faculty of Business Administration, Master's degree in Accounting and Audit

- Class Valedictorian for the year 2022
- GPA: 4

ANTONINE UNIVERSITY

SEP 2017 - JUN 2020

Faculty of Business Administration, Bachelor's degree in Accounting and Audit

- President's Honor list From Fall 2017 till Spring 2020
- Student Council President at the UA Council- Fall 2019 and Spring 2020
- Delegate of students of Business Faculty - Fall 2019 and Spring 2020
- GPA: 3.9

WORK EXPERIENCE

Fly Cargo Sarl | Clearance & Shipping Firm

AUG 2023 - PRES

Junior accountant

- Recording financial transactions in accounting software while ensuring proper approvals and documentation.
- Entering clearing income and expense invoices into the accounting system.
- Checking the value and accuracy of customs receipts and delivery orders before invoicing.
- Assisting audits through gathering proper documentation.
- Preparing daily reports to ensure that all tasks are performed accurately and efficiently

Fayez Fahes Firm | Customs Clearance Agency

DEC 2022 - JULY 2023

Customs Clearance Clerk

- Calculating and processing taxes and duties that must be paid.
- Checking customs documents and keeping records of relevant documents.
- Preparing invoices for clients and performing cash reconciliations.
- Working with specialized customs software.
- Handling administrative duties and tasks.

Global Financial Consultants | Auditing Firm

FEB 2021 -NOV 2022

Junior Accountant

- Posting and processing journal entries to ensure business transactions are recorded
- Updating accounts receivables and payables and performing reconciliations
- Performing cash and bank reconciliations.
- Updating financial statements and sustaining accounts.
- Preparing regular reports.

FREELANCE

JULY 2020 - PRES.

Private Tutor

- Teaching French Language and Business courses for students

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INTERNSHIP

NAWRAS AUDITING FIRM

SEP 2020 - OCT 2020

Intern

- Shadowing members of the accounting team as they perform duties.

LEBANESE CENTRAL BANK

JUL 2019 - AUG 2019

Intern

- Participating in the debates involved in the sessions.
- Working in groups to solve case studies.

BANK AUDI

JUN 2019 - JUL 2019

Intern

- Learning about banking activities and operations.
- Shadowing bankers as they perform tasks and assisting whenever possible

EXTRA CURRICULAR ACTIVITIES

United Nations | Anti-Corruption Program
2020-2021
Volunteer

BLOM Bank | Virtual Stock
Exchange Competition
JAN 2020
Finalist

Lebanese Food Bank
2019-2020
Volunteer



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ANNEX

- Certificate of Participation - Getting Energizer | Antonine University - July 2021
- "Maharat Min Google" Fundamentals of Digital Marketing in partnership with Antonine University - December 2020
- Certificate of Completion of the DisasterReady Fundraising Essentials Program | Nonprofit Ready, USA - September 2020
- Improving Your Technical Writing Skills | NonProfit Ready - August 2020
- Certificate of Attendance - Digital Marketing Seminar - June 2020
- Certificate of Completion of the Student Leadership Conference 2020 | IMA, The Association of Accountants and Financial Professionals in Business, USA - July 2020
- Certificate in International Financial Reporting Standards (IFRS) | Association of Chartered Certified Accountants (ACCA), UK. - September 2019
- Certificate of Completion of Hazard Recognition and Risk Assessment Course | Alison, Ireland - October 2019
- Certificate of completion of INJAZ Lebanon's Innovation Camp | INJAZ, Lebanon - July 2019
- Certificate of Support to Lebanese Food Bank NGO Cause | Lebanese Food Bank, Lebanon - July 2019
- Certificate of Completion of Economena User Station Lebanon Economic Statistics course | Economena, Lebanon - April 2019
- Certificate of Completion the Organizational Change Course - Managing and Supporting Employees | Alison, Ireland - March 2019
- Certificate of Completion - Financial Statements Analysis Workshop- Move Forward International Academy (2019)

Coursera:

- Certificate of the Financial Markets Course | Yale University, USA - January 2021
- Certificate of Completion of Firm Level Economics: Consumer and Producer Behavior Course | Illinois University, USA - January 2021
- Certificate of Completion of the Save a Life CPR, AED and First Aid Course | NHCPs, USA - January 2021
- Certificate of Completion of the Corporate & Commercial Law: Business Forms, Financing, and Governmental Regulation | University of Illinois, USA - December 2020
- Certificate of Completion of Financial Accounting Principles | IESE Business School, Spain - December 2020